

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 17-13(NxGen)

January 31, 2017

To: All Regional Directors, Officers-in-Charge,
and Resident Officers

From: Beth Tursell, Associate to the General Counsel

Subject: NxGen Data Integrity Reports

This memorandum updates the data integrity reporting requirements introduced in OM 13-50 (May 21, 2013).

As noted in OM 13-50, NxGen is now the official Regional Office case file for all cases filed on or after October 1, 2012, and is relied upon for internal reports as well information provided to Congress, OMB, and to the public through FOIA and on the agency's website. It is imperative that the data in NxGen be correct. To ensure accuracy of the data, we have created reports to assist the Regions in finding and correcting bad data. Over the past three years, we have noticed improvements in data quality. We note, however, that there are still areas of specific concern.

We have reengineered the data integrity reports to address known issues with data quality. To make it easier for Regions to find and run these reports, we have created the NxGen Analytics "Data Integrity" tab and placed all the required reports on this page.

Beginning April 15, 2017, and quarterly thereafter each Region should fill out a survey that can be found by clicking <https://www.surveymonkey.com/r/NxGenDataIntegrity>. A copy of this survey is attached. Each Region should complete the survey quarterly certifying the reports have been run and the necessary corrections made. The April 15, 2017 survey should cover the 1st and 2nd Quarters of FY 2017. Subsequent surveys should be completed by July 15, October 15, January 15, and April 15, or the next business day thereafter.

Each report should take only a few minutes to run. As with the earlier reports, initial review and correction of the data should take less time as the Regions learn to avoid the underlying data entry mistakes.

We suggest the Region assign responsibility for running the reports to multiple Regional personnel. For example, remedies may be assigned to the Compliance personnel, election data could be assigned to the Election Assistant or the Secretary to the ARD, and monthly closing to the RD secretary.

The new data integrity reports are listed below:

1.1 Appraisal Report

This is the only optional report. While it is not required for the data integrity survey, it was included on the Data Integrity page at the request of several Regions.

1.2 Verifying Remedies Report

This report is for verifying that all remedies have been entered correctly and that the Remedy

Calculations Reviewed box has been checked by a supervisor. The Closing Reason should agree with the Action under which the remedy is recorded, i.e., the Action that disposes of the case. For Adjusted Withdrawals and Dismissals, the adjusted box should be checked in the same Withdrawal or Dismissal Action.

1.3 Case Team Positions

This report helps the Regions identify cases that have no Role assignment at the Case level. Each case must have an IO and at least one role of Supervisor/Agent must be assigned at the Case level for the case to appear on the Region's Intake and Settlement Rate reports.

1.4 Document Visibility Check

This reports helps Regional Offices verify that the document visibility is set correctly. This includes ensuring that documents eFiled from outside parties are properly processed and NOT set the status of "Pending Review."

1.5 Party Type Discrepancy

This report identifies cases in which the Party Type of Primary Participants are listed as "SELECT PARTY TYPE." It is important to ensure that the correct Party Type is selected because case participants are listed on the Case Page view on the agency's website. Participant data for "Individual" Party Types are protected from display.

1.6 Election Median - R Case Rules

This report lists the total number of initial elections held during the report period, excluding all blocked cases (regardless of whether the case is ever unblocked). Median Days: Median number of days elapsing between the date a petition was filed to the election date of the cases counted above in "# of Cases".

1.7 Elections Closed Reason Discrepancy

This report shows cases where there is a discrepancy between the election count, the Certification document that issued and the Closing Reason in NxGen. For example, a Certification of Results document may have issued, however, NxGen shows a Closing Reason of Certification of Representative.

1.8 Open Actions

This report lists three views: 1) Open Cases where the Action has been disposed of but the Action Status is still Open; 2) Closed Cases where the Action has been disposed of but the Action status is still Open; and 3) Cases Closed but various Actions still in Open status.

1.9 Hearing Action and Task Status Mismatch

This report identifies discrepancies between Hearing Action Status and Hearing Task Status. It also shows cases where Hearing Opened or Closed Date is populated and a Hearing never opened so that the Region can remove the incorrect date.

1.10 Cases Missing Bargaining Unit

This report is for verifying that the Bargaining Unit Determined is entered on a Case. This data is found in the NxGen case – Bargaining Units tab. Bargaining Unit Determined should not be blank for cases that are Certified. This information is found in the Election Agreement or Decision and Direction of Election documents. The data is necessary since it is displayed on the Agency website and is the subject of recurring monthly information requests under FOIA.

1.11 Cases Missing Election Mode

This report is for verifying that an Election mode is entered on a Case. This data is found in the NxGen Election Action, Election Schedule task. Cases are listed if the Election Mode field is blank, OR if there is a “blank” Election Schedule Task that should be deleted. This data is necessary for reports to external sources under FOIA.

1.12 Cases Missing Election Schedule Date

This report is for verifying that an Election Schedule Date is entered on a Case. This data is found in the NxGen Election Action, Election Schedule task. Cases are listed on this report if the Election Schedule Date field is blank, OR if there is a “blank” Election Schedule Task that should be deleted. If the election is a MAIL ballot election, enter the Date the Ballots are mailed into the Election Scheduled Field. This data is necessary for Case to appear correctly on the Performance Factor - Election Report.

1.13 Cases Missing Eligible Voters

This report is for verifying a discrepancy in the Eligible Number of Voters on the Election Tally of Ballots in NxGen. This field should never show zero for the Eligible Number of Voters. Review the actual Tally of Ballot and correct the data. This data is necessary for reports to external sources.

1.14 Cases Missing Session Open/Closed Dates

This report is for verifying that Hearing Session Open and Closed Dates are entered on a Hearing Action that is completed. This data is necessary for some Performance Factor Reports. Hearing Action Status should not be “Complete” if the Hearing was cancelled.

1.15 Cases Missing Tally Info

This report identifies cases in which either the Election Tally is missing or the Election Tally Date is missing on the Election Tally of Ballots in NxGen. The Tally data is necessary for any case that closed with a Certification, or if the Tally is in NxGen, the Date field should never be blank. Review the actual Tally of Ballot and correct the date of the Tally in NxGen. This data is necessary for reports to external sources.

The reviews of these reports may indicate areas where problems exist. That information should be shared with the staff. If training would be helpful, the Region’s NxPert should conduct training in these areas or contact your AGC or Deputy to arrange for training.

If you have any questions about this memorandum, you may contact your AGC, Deputy or a Program Analyst.

/s/
Beth Tursell

Attachment
cc: NLRBU

